

**AMERICAN LEGION AUXILIARY  
DEPARTMENT OF ARIZONA**

**DEPARTMENT AWARDS**  
**RULES AND REGULATIONS**  
**FOR**  
**DEPARTMENT AWARDS**

Revised 2018, 2021  
Updated 2024

UNIT/CHAIRMAN COPY

*STANDING RULES ADDENDUM NUMBER 4 (2012)*

**DEPARTMENT AWARDS**

1. All new plaques/awards must be presented to the Department Executive Committee for approval. Typed rules for said plaque must accompany the request.
2. The original name of all plaques must remain the same when replaced.
3. All trophies shall be replaced by plaques.
4. Donors or Donor Units should revise or amend plaque rules periodically to coincide with National requirements and related program emphasis.

Rules for plaques shall not be changed without the consent of the original donor or their Unit.

In the event an individual donor is no longer available to approve changes, requests for changes will go to their Unit. Family members will only be involved in approval of changes as members of the donor's Unit, unless the Award specifically states that only the family can approve them.

In the event neither the individual donor nor their Unit is available, the Department Executive Committee will approve any changes to the rules.

5. Department Officers and Chairmen should be familiar with their related program awards available to

Units and encourage and promote participation.

6. No Chairman or Department Officer shall divulge the name of recipient or Unit winner or loser prior to their report on the Convention floor.
7. All trophies must be awarded even when only one Unit enters competition, provided said entry conforms to rules. (86)
8. Department awards are based on actual Unit membership at the time of reports. (95)
9. Plaques with no competitive participation for a period of three consecutive years should be retired or rules reviewed and amended to increase participation.
10. Any Unit winner of trophy or plaque must be responsible for the engraving and the return of the trophy or plaque prior to the opening of the next Convention session. They shall be turned in to the Department Trophies and Awards Chairman no later than 8:00 am on the Friday of Convention.
11. Any Unit or District not returning a trophy or plaque must reimburse the Department the cost and engraving of a new plaque. Beginning with Department Convention 2022,

any Unit or District not returning a trophy or plaque by the close of said Convention will be fined \$55. The fine will be payable at the time that the Unit or District pays any mandates for the new year, and be reflected on the mandate list distributed in the August monthly mailing. This fine is still payable and nonrefundable even if the trophy or plaque is returned to Department at a later date or time. If the fine is not paid at least 30 days before the next ensuing Department Convention, the Unit or District will lose its vote at that next ensuing Department Convention. (2021)

12. Units winning plaques with rules requiring replacement after three consecutive years shall have the option of retaining and replacing the plaque or returning the plaque to the field for future recipients.

13. When a plaque becomes “full” the last Unit printed on the plaque has the option of keeping the plaque, however, they are responsible for replacing it. If the plaque is not kept by a Unit but is returned to Department, then Department is responsible for its replacement.

14. If possible, and unless specified in the rules, Unit reports should be judged by American Legion Auxiliary members.

15. All reports post-marked prior to or on the deadline date will be judged for applicable awards.

16. Wherever rules require typewritten narratives, computer type can be used, but no color or special graphics is permitted.

17. Narratives are to be written in the “third person”.

WORDS WHICH SHOULD NOT BE USED      REPLACE THEM WITH THESE

I, me this	this Chairman, the Chairman
my, mine	this Chairman's, their
we, us	the Unit
our, ours	the Unit's

18. Some awards have specific rules for margins, spacing, cover pages/fly sheets, signatures, etc., and the specific rules should always be followed. If the rules do not address these things, then the following is recommended: A narrative should have a cover page/fly sheet giving the specific name of the award for which it is written, the Unit's name and number, the Chairman's name and address, the date, and the Unit's

membership total at the time of writing. Narrative should be double spaced with 1 inch margins at top, bottom, and sides of page. The Chairman and President should sign the narrative.

19. Completed Department report forms should be included with ALL narratives.

20. Word count of the narrative should be placed at the end of the entry. The Department Chairman should include a space for the narrative word count on the Department report form.

21. Department special awards should be made at Department Convention by appropriate chairman to recipients or sponsoring Units, eg) Education Chairman to National President's Scholarship winner.

22. Chairmen shall attach percentage scoring page or sheet to Unit entries returned at Department Convention.

23. Personal awards ARE NOT given at Conference, except by prior permission of the Department President.

24. Personal awards from Chairmen given at Convention shall be approved by the Department President at the beginning of the year. The time of presentation will be determined by the President.

25. The Department Officers and Chairmen will annually set a uniform due date for submission of Department Reports and Award submissions at the Officers and Chairmen meeting at the beginning of the new program year. (2018)

**PLEASE SEE DEPARTMENT AWARDS RULES AND REGULATIONS MANUAL FOR A LISTING OF ALL DEPARTMENT AWARDS AND THEIR INDIVIDUAL INSTRUCTIONS AND REQUIREMENTS.**

## RICHARD H. BIERI MEMORIAL COOPERATION TROPHY

This trophy is to be awarded to the Unit submitting the most complete year round narrative report on activity cooperation and between the Unit and Post. Report should not exceed 1,500 words and must contain ONLY functions that Units and Posts participate in together, using the scoring system below:

### JOINT COOPERATION AND PARTICIPATION IN LEGION AND AUXILIARY PROGRAMS

Veterans Affairs and Rehabilitation (VAMC's, Field Service, Poppy, etc.)	25%
Children and Youth	20%
Legislative Activities	10%
Community Service	10%
Americanism (Boy and Girl States, patriotic holidays, etc.)	10%
Education	10%
Public Relations	10%
Post/Unit Community and Social Functions	<u>5%</u>
	100%

Report must be received by The American Legion Headquarters office by June 1<sup>st</sup> and signed by Unit President AND Post Commander and Post Adjutant of the competing Unit. All reports must have the following notation above the signature: "Approved by Unit Vote (Date), approved by Post Vote (Date)".

Judges will be a committee of qualified American Legion members appointed by the Department Commander, none being from the Post of a competing Unit.

A Unit winning the trophy three (3) consecutive years will retain said trophy and replace it of similar kind, with the name remaining the same.

A check for \$25.00 is to be awarded with the trophy and presented to the winning Unit at the Annual Convention of The American Legion and American Legion Auxiliary...Winning narrative will then be published in the next issue of the Arizona Legionnaire.

Recommendations from the American Legion Auxiliary Committee for Revision of Department Awards.

Rules adopted by The American Legion Trophies and Award Committee and the American Legion Auxiliary Department Trophies and Awards Revision Committee.

American Legion Chairman: Bill Bingham

American Legion Auxiliary Chairman: Monica Jarvis

(Revised 1990)

## **AMERICANISM PLAQUE**

**Keske Americanism Plaque for Units 150 and under**  
**Sawyer Americanism Plaque for Units 151 to 350**  
**Stebbins Americanism Plaque for Units 351 and over**

Plaques to be awarded by the Americanism Chairman.

### **RULES:**

1. Any Unit in the Department of Arizona may receive one of these awards in their membership classification.
2. The plaque MAY become the permanent property of the Unit winning it for three (3) consecutive years. If the permanent winning Unit keeps it they will place another plaque in the Department for competition, rules and name remaining the same.
3. The judging of the Unit reports for the awarding of these plaques shall be made prior to the time of each Department Convention by a committee of three (3) appointed by the Department Americanism Chairman.
4. The Unit report form must accompany a narrative of not more than 1,000 words typewritten and received by the Department Chairman by Department deadline date.

### **SCORING:**

Plaque given for the most outstanding Unit report in each membership class using the following Scoring System.

A. Unit program activities as outline in Department And National Plan of Work.	25%
B. Cooperation with The American Legion.	10%
C. Community projects.	25%
D. School participation.	30%
E. Public Relations.	10%

(Revised 1996 by Unit 32 action)

## **ELIZABETH ANN BROWN-PAXSON AMERICANISM AWARD**

**for the**

### **Best Single Project Promoting Americanism by Junior Members**

#### **RULES:**

1. The plaque will be awarded to the Unit whose Juniors, working in conjunction with the Unit Americanism Committee, were involved in the best single Americanism project each year.
2. The essay, not to exceed 1,000 words, is to be submitted by the Unit Americanism Chairman.
3. The essay will report a single activity promoting the ideals of Americanism undertaken by a Junior member or members of the reporting Unit.
4. The plaque is to be awarded to the Unit submitting the best report to the Department of Americanism Chairman.
5. The plaque may be retired if won by a Unit three (3) years in a row. A new plaque, purchased by the Unit, will be put into the field the following year.

(Plaque placed in field November 1997)

## **Patricia M. Lee – Gloria Elliott Memorial Plaque**

### **AUXILIARY EMERGENCY/DISPLACE HOMEMAKER FUND AWARD**

This award is open to ALL UNITS within the Department of Arizona.

The award will be presented to the Unit Chairman who submits the report which best describes the promotion of this program.

#### **RULES:**

1. All Department mandates for the current year shall be paid.
2. Monetary contributions shall have NO affect on the determination of this award.
3. Any Unit winning this award for three (3) years, not necessarily in succession, may retain the plaque. Should a Unit decide to retain the plaque they will place a similar plaque in circulation, retaining the award name and rules as here in.
4. Judges shall be selected by the Department Chairman and their decision shall be final.

A narrative report shall be submitted detailing the way the AEF Program was promoted. The report shall be typewritten and is not to exceed 1,000 words.

(Renamed June 2008)

**Paula Burgess**  
**Auxiliary Emergency Fund**  
**“President’s Plaque”**

This award is open to ALL Units within the  
Department of Arizona.

The award will be presented to the Unit who raises the most funds donated during the membership year to Department for the Auxiliary Emergency Fund.

**Rules:**

1. All Department mandates for this current year shall be paid.
2. The highest total contribution will decide the winner of this award.
3. Any Unit winning this award for three years, not necessarily in succession, may retain the plaque. Should a Unit decide to retain the plaque they will place a similar plaque in circulation, retaining the award name and rules as stated here in.
4. Judging will be the total monetary amount donated to the Department of Arizona Auxiliary Emergency Fund 30 days before Department Convention.

**Paula Burgess**  
**Auxiliary Emergency Fund**  
**“Per Capita Award”**

This award is open to ALL Units within the Department of Arizona.

The award will be presented to the Unit who raises the most funds donated per capita during the membership year to Department for the Auxiliary Emergency Fund.

**Rules:**

1. All Department mandates for this current year shall be paid.
2. The highest per capita monetary contribution will decide the winner of this award.
3. Any Unit winning this award for three years, not necessarily in succession, may retain the plaque. Should a Unit decide to retain the plaque they will place a similar plaque in circulation, retaining the award name and rules as stated here in.
4. Judging will be the total monetary amount donated per capita to the Department of Arizona Auxiliary Emergency Fund 30 days before Department Convention.

**CENTENNIAL STEWART-HELEN STOUT  
CAVALCADE OF MEMORIES  
“PRESIDENT’S PLAQUE”**

This award is open to ALL Units within the Department of Arizona.

The award will be presented to the Unit who raises the most funds donated during the membership year to Department for the Cavalcade of Memories Fund.

Rules:

1. All Department mandates for this current year shall be paid.
2. The highest total contribution will decide the winner of this award.
3. Any Unit winning this award for three years, not necessarily in succession, may retain the plaque. Should a Unit decide to retain the plaque they will place a similar plaque in circulation, retaining the award name and rules as stated herein.
4. Judging will be the total monetary amount donated to the Department of Arizona **Cavalcade of Memories Fund** 30 days before Department Convention.

11/2017

**CENTENNIAL STEWART-HELEN STOUT  
CAVALCADE OF MEMORIES  
“PER CAPITA AWARD”**

This award is open to ALL Units within the Department of Arizona

The award will be presented to the Unit who raises the most funds donated per capita during the membership year to Department for the **Cavalcade of Memories Fund**.

Rules:

1. All Department mandates for this current year shall be paid.
2. The highest per capita monetary contribution will decide the winner of this award.
3. Any Unit winning this award for three years, not necessarily in succession, may retain the plaque. Should a Unit decide to retain the plaque they will place a similar plaque in circulation, retaining the award name and rules as stated herein.
4. Judging will be the total monetary amount donated per capita to the Department of Arizona **Cavalcade of Memories Fund** 30 days before Department Convention.

11/2017

## **SHARON ALLEY SERVICE TO GOD AND COUNTRY PLAQUE**

Department Plaque to be awarded by the Department Chaplain.

This plaque is to be known as the "Sharon Alley Service to God and Country Plaque". The purpose is to promote a back to God movement within the Unit members and to encourage the use of religion in the programs, as the Units participate to give "Service to God and Country".

This plaque shall become the permanent property of the Unit winning it for three (3) consecutive years. The permanent winner will place another plaque in the Department for competition, rules and name remaining the same. (Upon the death of the donor, the name on the plaque will be changed to read: "Sharon Alley Memorial Service to God and Country Plaque".)

### **RULES:**

1. A narrative not to exceed 1,000 words will be submitted to the Department Chaplain by the date the Chaplain so states.
2. News clippings and pictures may be included but must be separate from the narrative; however they can be in the same folder if folder is used.
3. The narrative must be typewritten with the fly leaf sheet which will contain the names, number of Unit, Department of Arizona, name and address of Unit Chaplain.

(Revised 1989)

## CRISLER PRAYER BOOK PLAQUE

The Department Chaplain will present the Plaque.

1. Prayers are to be inter-faith and non-denominational.
2. Original prayers should be signed by Unit member submitting them.
3. Original prayers by members should be in one section by themselves.
4. Prayer Book should be divided into sections for other prayers collected such as Christmas prayers, Patriotic prayers, Blessing on the food, Mother's prayers, Children's prayers etc. Please use as many sections as you wish, however, each section should be names by divider pages. These prayers do not require a signature unless they were composed by a member for a particular section of the Prayer Book. Give author of copies or selected prayers, if possible. This is a very important rule in compiling your book.
5. Pictures or drawing may be used on the divider pages.
6. The prayers should be typed on proper paper and have one inch marginal edges. The flyleaf should have name and location of Unit, number of members submitting original prayers and the year typed on it. The signature of the Unit President and Unit Chaplain should be on the flyleaf.
7. Size of the cover of the book shall not be larger than 9 ½ x 11 ½ (standard loose leaf size) nor smaller than 7 x 9 ½ (size of the official Unit Guidebook). The book is to be furnished by the Unit and should have the American Legion Auxiliary Emblem on the cover. Nothing shall be above the Emblem. This cover may be printed, stamped, or painted.
8. Only one Senior Prayer Book from each Unit may be submitted.
9. The Prayer Books are to be brought to the Department Convention or mailed to the Department Chaplain prior to the convention. The winning Book of Prayers will be taken to the National Convention for display per instructions of the National Organization.
10. The Prayer Books will be judge before the Department Convention by judges selected by the Department Chaplain, using the following point system to determine the winner:

A. Contents of Book	50%
B. Arrangement and neatness	20%
C. Number of prayers for special occasions, holidays, etc., inspirational verses and favorite Scriptures.	15%
D. Percentage of Unit members submitting original prayers signed with their own signature	15%
11. This plaque shall become the permanent property of the Unit winning it three (3) consecutive years. The permanent winner will place another plaque in the Department for competition, rules and name remaining the same.

(Revised 1989)

## **EVELYN HOFF JUNIOR PRAYER BOOK PLAQUE**

Department Plaque to be presented by the Department Chaplain.

This plaque is to be known at all times as the Evelyn Hoff Junior Prayer Book Plaque. The purpose is to be stimulate more interest and activity in a well-rounded Junior yearly program.

Any Junior Auxiliary in the Department of Arizona may compete for this plaque provided the book is postmarked on or before the deadline date of the year it enters competition and provided the Unit report form is forwarded to the Department Chaplain by the deadline date.

This plaque shall become the permanent property of the Unit Juniors winning it three (3) consecutive years. The permanent winner will place another plaque in the Department for competition, rules and name of plaque will remain the same each year. (Upon the death of the donor, the name on the plaque may be changed to read: Evelyn Hoff Junior Prayer Book Memorial Plaque.)

### **RULES:**

1. Prayers are to be inter-faith and non-denominational.
2. Original prayers shall be signed by the Junior and Senior members submitting them.
3. Original prayers by Junior members shall be in one section, Seniors another.
4. Prayer Book shall be divided into sections for other prayers collected such as Christmas, Patriotic, Blessings, Mother's, Children's, etc. Use as many sections as you wish, each section shall be named by divider pages. These prayers do not require a signature unless they were composed by a member for a particular section of the Book. Give author of copies or selected prayers, if possible. This is very important in compiling your Book.
5. Religious Pictures or drawings may be used on the divider pages.
6. Prayer Book must be compiled by the Junior Chaplain (supervised by Junior Activities Chairman or Senior Chaplain).
7. Prayers may be printed or typed on proper page (no lines) and have one inch marginal edges (age consider).
8. The flyleaf shall have name and location of Unit, number of Junior and Senior members submitting prayers and the year. Also the signature of the Junior President, Junior Chaplain and Supervisor, and the age of Junior Chaplain.

9. Size of the cover of the book shall not be larger than 9 ½ x 11 ½ (standard loose leaf size).
10. The book will be furnished the Junior Unit, shall have the American Legion Auxiliary Emblem, Unit name, location and Department of Arizona on the cover. Cover may be printed, stamped or painted. Nothing shall be placed about the emblem.
11. Only one Junior Prayer Book from each Unit may be submitted. It shall be the responsibility of the Department Chaplain to get the Prayer Book to the Junior Conference.
12. The winning Book of Prayers will be taken to the National Convention for display with Prayer Books from other Departments if so instructed by National.
13. The Prayer Books will be judged prior to the Junior Department Junior meeting. The following point system will be used.

A. Contents of Book	40%
B. Arrangement and neatness	15%
C. Number of Prayers	20%
D. Percentage of Junior members submitting original prayers signed with own signature.	25%

(Revised 1989)

AMERICAN LEGION AUXILIARY  
DEPARTMENT OF ARIZONA  
**BETTY SMITH DISTRICT PRAYER BOOK PLAQUE**

**RULES:**

1. The Department Chaplain will present the plaque.
2. Original prayers should be signed by members submitting them.
3. Prayer Book should be divided into sections (original prayers, Patriotic, Holiday, Table, Children, Inspirational, Sympathy, etc.). Each section should be named by a divided page.
4. Pictures or drawings may be used on the divider pages only.
5. Prayers should be typed and have at least one inch marginal edges.
6. There shall be a flyleaf containing the District #, date, total membership, the District Chaplains' name and address, number of members submitting original prayers, the signature of the District President and the signature of the District Chaplain.
7. Size of the cover of the book shall not be larger than 9 ½ x 11 ½ nor smaller than 7 x 9 ½.
8. Only one District Prayer Book from each District may be submitted.
9. The Prayer Books are to be mailed to or brought to the Department Chaplain prior to the start of the Department Convention.
10. The prayer books will be judged by judges selected by the Department Chaplain, using the following point system:
  - a. Contents of the book 50%
  - b. Arrangement and neatness 30%
  - c. Percentage of members submitting original prayers signed with their own signatures 20%
11. This plaque will be traveling plaque and will not become the permanent property of any District.

*(Plaque placed in field 11/95)*

## ARIZONA CHILD WELFARE PLAQUE

Department Plaque presented by the Children and Youth Chairman. Awarded to a Unit with membership of 151 and over.

Units must comply with the following rules:

1. It shall become the permanent property of any Unit winning it three (3) consecutive years. The permanent winner will place another plaque in the Department for competition, rules and name remaining the same.
2. Judges shall be appointed by the Department Children and Youth Chairman and two (2) other experienced in Child Welfare activities.
3. A type narrative, not exceeding 1,000 words, attached to the Department and National Official Children and Youth Report forms, will be submitted to the Department Children and Youth Chairman for an entry to be eligible. The narrative will contain an outline of activities of the Unit's Children and Youth program.
4. Judges will use the percentages shown in the Basis of Award to select the winner.

### BASIS OF AWARD:

- |   |     |
|---|-----|
| A. Report forms filled in completely<br>(Department and National)   | 10% |
| B. Legislative activity   | 5%  |
| C. Cooperation with local Post Chairman   | 10% |
| D. Cooperation with and contributions to other<br>Welfare organizations   | 20% |
| E. Utilization of Local, County or Federal welfare facilities   | 20% |
| F. Special Child Welfare program in cooperation with Post<br>Child Welfare Chairman for The American Legion Child<br>Welfare month which is April | 15% |
| G. Community activity for children  | 20% |

(Revised 1989)

## JEANNE McQUOWN MEMORIAL CHILD WELFARE PLAQUE

Department award presented by the Children and Youth Chairman.

Awarded to a Unit with membership of 150 and under in the Department, complying with the following rules.

1. Judges to consist of three (3) members: Department Children and Youth Chairman and two (2) other experienced in Child Welfare activities.
2. Size of Unit participating and Child Welfare problems of the area to be taken into consideration.
3. All reports to be on official form and in the hands of the Department Chairman on the date specified.
4. This plaque shall become the permanent property of the Unit having won it three (3) consecutive years. The permanent winner will place another plaque in the Department of competition, rules and name remaining the same.
5. Activities shall be judged according to the Child Welfare Manual for Unit Chairman.
6. Basis of Award:

A. Legislative activities	10%
B. Cooperation with Legion Chairman	25%
C. Contribution and cooperation with other Welfare organizations	25%
D. Utilization of local welfare facilities	25%
E. Report forms of Department and National filled out completely	15%

(Revised 1989)

## MARY BEAN CHILDREN AND YOUTH PLAQUE

Department Plaque presented by the Children and Youth Chairman.

Awarded to the Unit for the most outstanding Children and Youth program during the month of April.

Units must comply with the following rules:

1. Plaque at all times shall be known by its original name.
2. It shall not become the permanent property of any one Unit at any time.
3. Judges to consist of three (3) members: Department Children and Youth Chairman and two (2) others experienced in Children and Youth activities. Judging to be completed before the Department Convention.
4. Reports must be in narrative form on a 8 ½ x 11 inch paper, typed, not to exceed 1,000 words, bound in a folder and including the following:
  - A. Newspaper clippings, pictures and other materials.
  - B. Speakers and their subjects.
  - C. Other organizations represented.
  - D. List of material distributed.
  - E. Legislative activity.

(A to E SEPARATE FROM THE NARRATIVE)

5. Basis of Award:

- |  |     |
|--|-----|
| A. Cooperation with local Post Chairman                    | 30% |
| B. Contributions and cooperation with other organizations. | 25% |
| C. Community activity with Children.                       | 30% |
| D. Legislative activity.                                   | 15% |

(Unit reports will be judged on Children & Youth programs and activities during the month of April.)

(Revised 1991)

## CARLOTTA PACE COMMUNITY SERVICE AWARD

The merits of the Carlotta Pace award shall be based upon the National program for Community Service with the following rules applying in the Department of Arizona.

1. At least one project for community improvement in each Unit each year. Emphasis is to be given to projects completed with the American Legion Post of the Unit. (Projects may be in cooperation with other organizations or they may be done independently.)
2. All undertakings beneficial to the welfare of the community are to be appraised. The size of the Unit and community and conditions in the area must be considered. Any Unit regardless of size may compete for this plaque.
3. A narrative must be typewritten, not to exceed 1,000 words, on the accomplishments of "Our Unit" in community service. It must be on 8 ½ x 11 inch white paper and a fly leaf page must state: The Department of Arizona, the name, number, location and membership of the Unit, the name and address of the Unit Chairman.

THE DEPARTMENT OF ARIZONA ENTRY CAN INCLUDE newspaper clippings, pictures of the project and persons participating to illustrate the project.

THE ENTRY FOR NATIONAL COMPETITION CANNOT include newspaper clippings, pictures of the project, only the report form and narrative.

Keep the backup material totally separate of the narrative.

4. The Carlotta Pace Community Service Award shall NOT become the permanent property of any Unit at any time.
5. Unit entries shall be judged by the Department Chairman of Community Service and their committee, consisting of two (2) other persons interested and experienced in community undertakings. Reports and narrative must be in the hands of the Department Community Service Chairman by date specified by the Chairman.

6. SCORING:

A. Project completed with Post in one year.	30%
B. Project completed with other organizations.	20%
C. Project completed	10%
D. Best work and publicity coverage of program to Include improved education, health, recreation And safety	25%
E. Best overall report	15%

(Revised 1989)

**FRED HILBURN ACTIVITIES PLAQUE  
SUNNYSLOPE ACTIVITIES PLAQUE**

**Fred Hilburn Plaque to Unit with membership of 151 and over  
Sunnyslope Plaque to Unit with membership of 150 and under**

Awarded by the Community Service Chairman

**RULES:**

1. Any Unit in the Department of Arizona may receive one of these awards in their membership classification.
2. The plaque shall become the permanent property of the Unit winning it for three (3) consecutive years. The permanent winner will place another plaque in the Department for competition, rules and name remaining the same.
3. The judging of the Unit reports for the awarding of these plaques shall be made prior to the Department Convention by a Committee of three (3) appointed by the Department Community Service Chairman.
4. The Unit report submitted must include a narrative of not more than 1,000 words typewritten.
5. To qualify in competition for these plaques, the Unit must report some activity on each of the requirements on the scoring system below. The purpose of the award is to stimulate interest and activity in a well rounded program.

Community Service	10%	Past Presidents Parley	5%
Veterans Affairs & Rehabilitation	10%	Foreign Relations	5%
Children & Youth	10%	Juniors	5%
Girls State	5%	Legislative	5%
Membership	10%	Public Relations	5%
National Security	5%	Additional points for outstanding activities	5%
Poppy	5%	Appearance and arrangement of Narrative	5%
Americanism & Music	10%		

(Revised 1989)

## ZEITA M. JOHNSON MEMORIAL PLAQUE

To be awarded for outstanding Community Service to older citizens. Judging to be done by the Community Service Chairman and a committee of two appointed by the Community Service Chairman.

### RULES:

1. Any Unit in the Department of Arizona may receive this plaque.
2. This plaque shall become the permanent property of the Unit winning it for three consecutive years. The permanent winner will place another plaque in the Department for competition, rules and name remaining the same.

### BASIS OF AWARD:

The most outstanding report covering:

Overall help of aging such as visits, day-care center for those living with family, taking to get groceries, or to medical appointments, or any other services given. A narrative typewritten of not more than 1,000 words giving a description of the main program or most unique service to elderly, especially those NOT institutionalized.

Furthering of education of those thought too old to learn new skills. Provision of easy part-time work for older people, "Foster Grandparents", work in connection with the Federal program, assisting Medicare Nurses, and gifts and supplies for the aging.

(Revised 1989)

## **JEAN BATLEY PLAQUE**

### **Units with membership of 150 and under.**

The purpose of this award is to stimulate interest in good participation in the Education Program of the American Legion Auxiliary by giving recognition to the Unit which makes the most use of the available ideas in education, scholarship and loan possibilities.

#### **RULES:**

1. Any Unit in the Department of Arizona may receive this award in this membership category.
2. This award shall become the permanent property of that Unit which wins it for three (3) consecutive years. It is understood that the permanent winner of this plaque will place another one in the Department of Arizona for competition following the same rules. The name of the plaque shall remain the same each year.
3. The judging of the reports shall be made prior to the time of the annual Department Convention. Three (3) judges are to be appointed by the Department Education Chairman, none to be selected from the Auxiliary members belonging to Units competing for this award.
4. Judging will be actual participation in Scholarships, both Loan and Gift, Educational program in both high school and grammar schools, and extra activity done.
5. Unit Education reports must be into the Department Education Chairman on or before deadline date for reports or date designated by the Department Chairman.

## **CHRYSTEEN FRITZINGER PLAQUE**

### **Units with membership of 151 and over.**

The purpose of this award is to stimulate interest in good participation in the Education program of the American Legion Auxiliary by giving recognition to the Unit which makes the most use of the available ideas in education, scholarship and loan possibilities.

#### **RULES:**

1. Any Unit in the Department of Arizona may receive this award in this membership category.
2. This award shall become the permanent property of that Unit which wins it for three (3) consecutive years. It is understood that the permanent winner of this plaque will place another one in the Department of Arizona for competition following the same rules. The name of the plaque shall remain the same each year.
3. The judging of the reports shall be made prior to the time of the annual Department Convention. Three (3) judges are to be appointed by the Department Education Chairman, none to be selected from the Auxiliary members belonging to Units competing for this award.
4. Judging will be actual participation in Scholarships, both Loan and Gift, Educational program in both high school and grammar schools, and extra activity done.
5. Unit Education reports must be into the Department Education Chairman on or before deadline date for reports or date designated by the Department Chairman.
6. A narrative report of the work accomplished in this program must be included with the report to be eligible for this award. The narrative must be typewritten, not to exceed 1,000 words. Newspaper clippings, pictures, programs, etc. may be included in a separate section from the narrative.

## **YVONNE GRAINGER MEMORIAL GIRLS STATE PLAQUE**

This Girls State Plaque will be awarded to the Unit (any membership category), submitting the Best Year Round Report and related activities in the program.

Plaque shall NOT become the permanent property of any Unit at any time, with name of plaque remaining the same as state above.

To qualify, a typewritten, double-spaced narrative not exceeding 1,000 words must accompany Annual Girls State report, and sent to Girls State Director by deadline reporting date.

Up to four (4) pages of supplemental material (pertinent new releases, photos, etc.) may be included in binder form with narrative.

### **JUDGING GUIDELINES:**

1. Activity Content	40%
2. Community Involvement (Includes schools and contributors)	20%
3. Girls State Citizen's Involvement	20%
4. Program Promotion (Publicity, new releases)	10%
5. Post Cooperation & Involvement	10%

**Barbara Matteson**

**Arizona Girls State**

**“Directors Plaque”**

This award is open to ALL Units within the  
Department of Arizona.

The award will be presented to the Unit who raises the most funds donated during the membership year to Department for the Arizona Girls State.

**Rules:**

1. All Department mandates for this current year shall be paid.
2. The highest monetary contribution not including Girls State Delegate Fees will decide the winner of this award.
3. Any Unit winning this award for three years, not necessarily in succession, may retain the plaque. Should a Unit decide to retain the plaque they will place a similar plaque in circulation, retaining the award name and rules as stated here in.
4. Judging will be the total monetary amount donated to the Department of Arizona Girls State 30 days before Department Convention.

11/2013

**Barbara Matteson  
Arizona Girls State  
“Per Capita Award”**

This award is open to ALL Units within the  
Department of Arizona.

The award will be presented to the Unit who raises the most funds donated during the membership year to Department for the Arizona Girls State.

Rules:

1. All Department mandates for this current year shall be paid.
2. The highest per capita monetary contribution, not including Girls State Delegate Fees, will decide the winner of this award.
3. Any Unit winning this award for three years, not necessarily in succession, may retain the plaque. Should a Unit decide to retain the plaque they will place a similar plaque in circulation, retaining the award name and rules as stated here in.
4. Judging will be the highest amount donated per capita to the Department of Arizona Girls State 30 days before Department Convention.

## HISTORY AWARD

### **Helen Blakeslee Memorial Plaque to Units with membership of 150 and under.**

Any Unit in the Department of Arizona may receive this plaque in their respective membership category.

The plaque will become the permanent property of the Unit winning it for three (3) consecutive years. The permanent winner will place another in the field for competition, retaining appearance and name. If not won three (3) consecutive years the last winner of the plaque may keep the plaque, Department will place another plaque back into the field for competition, retaining appearance and name.

A committee of three (3) or more shall be appointed by the Department Historian for the judging of Unit Histories. The judging shall be done at the Department Convention, prior to the Department Historian's report with sufficient time for judging.

#### **RULES:**

##### **A Appearance – 10 points**

1. Cover: Soft cover binder for loose-leaf paper, preferably blue with 2.5 inch gold foil American Legion Auxiliary seal centered on the cover or a regulation binder with imprinted seal.
2. Paper: Plain white, 8 ½ x 11 inches.
3. Page Setup:
  - a. Margins – Left and right margins should be 1.25 inches; top and bottom margins should be 1 inch.
  - b. Pagination – Page numbers should begin on the first page of the Historical Content. They should be centered and placed 0.5 inches from the bottom of the page.
  - c. Spacing: Double-spaced with the exception of the introductory pages. (i.e. Title Page, Foreword or Dedication...), which shall be centered in the middle of the page. Paragraphs may be indented or in block form.
  - d. Text: 12 point font. Times New Roman or Arial Style font. Paragraphs may be indented or in block form.
  - e. Technology: Computer preferred, however a typewritten or handwritten history is permissible. If typewritten or handwritten, the page set up should not vary from what is required of computer users.

##### **B Arrangement – 10 points**

1. Written in third person.
2. Clear, concise language with correct spelling.
3. No decorations, computer graphics, pen or ink drawings, illustrations, extra materials, or newspaper clippings.
4. Be original and unique in thought and presentation.

##### **C Introduction – 10 points**

1. Title Page:
  - a. History of Unit (Name and Number).
  - b. Department of Arizona.
  - c. Date (20\_\_ - 20\_\_).
  - d. Total Membership: \_\_\_\_\_
  - e. Unit Historian Name and Address should be in the lower right hand corner of this page.
2. Foreword or Dedication.
3. Photograph of Unit President (optional), (if used, 5x7 black and white or color).
4. Prayer.
5. Pledge of Allegiance to the Flag.
6. First verse of the "Star Spangled Banner".
7. Preamble to the Constitution of the American Legion Auxiliary.

D Historical Content – 70 points

1. List of elected and/or appointed Unit Officers for current administrative year.
2. List of Unit Chairmen and committee appointments for current administrative year.
3. List of Department Officers and Chairmanships held by Unit members.
4. List Department Awards and Citations won by the Unit at the previous Department Convention.
5. The History shall be written as factual narrative in chronological order of events beginning with the Installation of Unit Officers at Department Convention and follow through the end of the administrative year as closely as possible.
6. The signature block of the Unit President and Unit Historian on the last page, placed under the end of the last paragraph of the history.
7. Index (optional).

Deadline:

Unit Histories MUST BE RECEIVED at Department Convention NO LATER than noon on Friday to be eligible for judging.

(Revised 2011 by Department Historian)

## HISTORY AWARD

### Betty Kent Plaque to Units with membership of 151 and over

Any Unit in the Department of Arizona may receive this plaque in their respective membership category.

The plaque will become the permanent property of the Unit winning it for three (3) consecutive years. The permanent winner will place another in the field for competition, retaining appearance and name. If not won three (3) consecutive years the last winner of the plaque may keep the plaque, Department will place another plaque back into the field for competition, retaining appearance and name.

A committee of three (3) or more shall be appointed by the Department Historian for the judging of Unit Histories. The judging shall be done at the Department Convention, prior to the Department Historian's report with sufficient time for judging.

#### RULES:

##### A Appearance – 10 points

1. Cover: Soft cover binder for loose-leaf paper, preferably blue with 2.5 inch gold foil American Legion Auxiliary seal centered on the cover or a regulation binder with imprinted seal.
2. Paper: Plain white, 8 ½ x 11 inches.
3. Page Setup:
  - a. Margins – Left and right margins should be 1.25 inches; top and bottom margins should be 1 inch.
  - b. Pagination – Page numbers should begin on the first page of the Historical Content. They should be centered and placed 0.5 inches from the bottom of the page.
  - c. Spacing: Double-spaced with the exception of the introductory pages. (i.e. Title Page, Foreword or Dedication...), which shall be centered in the middle of the page. Paragraphs may be indented or in block form.
  - d. Text: 12 point font. Times New Roman or Arial Style font. Paragraphs may be indented or in block form.
  - e. Technology: Computer preferred, however a typewritten or handwritten history is permissible. If typewritten or handwritten, the page set up should not vary from what is required of computer users.

##### B Arrangement – 10 points

1. Written in third person.
2. Clear, concise language with correct spelling.
3. No decorations, computer graphics, pen or ink drawings, illustrations, extra materials, or newspaper clippings.
4. Be original and unique in thought and presentation.

##### C Introduction – 10 points

1. Title Page:
  - a. History of Unit (Name and Number).
  - b. Department of Arizona.
  - c. Date (20\_\_ - 20\_\_).
  - d. Total Membership: \_\_\_\_\_.
  - e. Unit Historian Name and Address should be in the lower right hand corner of this page.
2. Foreword or Dedication.
3. Photograph of Unit President (optional), (if used, 5x7 black and white or color).
4. Prayer.
5. Pledge of Allegiance to the Flag.
6. First verse of the "Star Spangled Banner".
7. Preamble to the Constitution of the American Legion Auxiliary.

D Historical Content – 70 points

1. List of elected and/or appointed Unit Officers for current administrative year.
2. List of Unit Chairmen and committee appointments for current administrative year.
3. List of Department Officers and Chairmanships held by Unit members.
4. List Department Awards and Citations won by the Unit at the previous Department Convention.
5. The History shall be written as factual narrative in chronological order of events beginning with the Installation of Unit Officers at Department Convention and follow through the end of the administrative year as closely as possible.
6. The signature block of the Unit President and Unit Historian on the last page, placed under the end of the last paragraph of the history.
7. Index (optional).

Deadline:

Unit Histories MUST BE RECEIVED at Department Convention NO LATER than noon on Friday to be eligible for judging.

(Revised 2011 by Department Historian)

## **HISTORY AWARD**

### **The Rasmussen District History Plaque.**

Any District in the Department of Arizona may receive this plaque.

The plaque will become the permanent property of the District winning it for three (3) consecutive years. The permanent winner will place another plaque in the field for competition, retaining appearance and name. If not won three (3) consecutive years the last winner of the plaque may keep the plaque, Department will place other plaque back into the field for competition, retaining appearance and name.

A committee of three (3) or more shall be appointed by the Department Historian for the judging of the District Histories. The judging shall be done at Department Convention prior to the Department Historian's report, with sufficient time for judging.

#### **RULES:**

##### **A Appearance – 10 points**

1. Cover: Soft cover binder for loose-leaf paper, preferably blue with 2.5 inch gold foil American Legion Auxiliary seal centered on the cover or a regulation binder with imprinted seal.
2. Paper: Plain white, 8 ½ x 11 inches.
3. Page Setup:
  - a. Margins – Left and right margins should be 1.25 inches; top and bottom margins should be 1 inch.
  - b. Pagination – Page numbers should begin on the first page of the Historical Content. They should be centered and placed 0.5 inches from the bottom of the page.
  - c. Spacing: Double-spaced with the exception of the introductory pages. (i.e. Title Page, Foreword or Dedication...), which shall be centered in the middle of the page. Paragraphs may be indented or in block form.
  - d. Text: 12 point font. Times New Roman or Arial Style font. Paragraphs may be indented or in block form.
  - e. Technology: Computer preferred, however a typewritten or handwritten history is permissible. If typewritten or handwritten, the page set up should not vary from what is required of computer users.

##### **B Arrangement – 10 points**

1. Written in third person.
2. Clear, concise language with correct spelling.
3. No decorations, computer graphics, pen or ink drawings, illustrations, extra materials, or newspaper clippings.
4. Be original and unique in thought and presentation.

##### **C Introduction – 10 points**

1. Title Page:
  - a. History of District (District Number).
  - b. Department of Arizona.
  - c. Date (20\_\_ - 20\_\_).
  - d. District Historian Name and Address should be in the lower right hand corner of this page.

2. Foreword or Dedication.
3. Photograph of District President (optional), (if used, 5x7 black and white or color).
4. Prayer.
5. Pledge of Allegiance to the Flag.
6. First verse of the "Star Spangled Banner".
7. Preamble to the Constitution of the American Legion Auxiliary.

D Historical Content – 70 points

1. List of elected and/or appointed District Officers for current administrative year.
2. List of District Chairmen or committee appointments for current administrative year.
3. List of Department Officers and Chairmanships held by District members.
4. List Department awards received at the previous Department Convention.
5. The History shall be written as factual narrative beginning with the Installation of District Officers at Department Convention, and ending with closing events for that administrative year.
6. The signature block of the District President and District Historian should immediately follow the final paragraph of the history.
7. Index (optional).

Deadline:

District Histories **MUST BE RECEIVED** at Department Convention **NO LATER** than noon on Friday to be eligible for judging.

(Revised 2011 by Department Historian)

**JUNIOR HISTORY AWARD**  
**Connie Erickson Middlebrook Plaque – Junior History**

**The following rules apply to the above plaque.**

1. Any District in the Department of Arizona may receive one of these plaques in their respective membership category.
2. The plaque will become the permanent property of the District winning it for three (3) consecutive years. The permanent winner will place another plaque in the Department for competition, retaining rules and name.
3. A committee of three shall be appointed by the Department Historian for the judging of Junior histories.

**RULES:**

**A Appearance – 10 points**

1. Cover: Regular uniform 3 ring binder, imitation leather, with seal of the American Legion Auxiliary emblem centered on cover. If you already have a regulation cover with imprinted emblem you may use it if you wish.
2. Filler: Plain White or bonded parchment 8 ½ x 11.
3. Typewriter ribbon or pen: Clean, clear and black.
4. Erasures: Allowed, if not noticeable.
5. Neatness: No strikeovers or smudges.

**B Arrangement – 10 points**

1. Numbered in Arabic numerals in consecutive order.
2. Originality: No decorations, special effects, no newspaper clippings or decals.
3. Style: Clear, concise, grammatically correct, correct spelling, and written in the third person.

**C Introduction – 10 points**

1. Title Page:
  - a. Junior History of Unit (Name and Address).
  - b. Name of Junior Historian.
  - c. Date (20\_\_ - 20\_\_).
2. Names of Junior Chairman and Officers (pictures optional).
3. Pledge of Allegiance to the Flag.
4. First and Fourth verses of the “Star Spangled Banner”.
5. Preamble to the Constitution of the American Legion Auxiliary.

**NUMBER 3 THROUGH 5 TO BE SINGLE SPACED AND CENTERED**

**D Historical Content – 70 points**

1. List awards and citations received by Junior members from the Unit, Department or National.
2. Awards and Citations received by Junior Activities Chairman.
3. Start Junior History with the last Department Convention and follow through to the next Convention.
4. Write History in story form, in the chronological order of events that is, in order of occurrence. Narrative of major programs and special projects should be in prose.
5. Signatures of Junior Activities Chairman, Junior Historian, and Unit President on the last page (not necessarily on a separate page but placed at the end of last paragraph of History).

The historical content shall be DOUBLE SPACED with the left hand margin beginning one inch from the perforations to the subject matter. Center pages as closely as possible to this measurement – 1 ½ inches from top, 1 inch from sides and bottom except last page of each chapter, which will conform to previous pages as to top and side margins.

## **JUNIOR ACTIVITIES PLAQUE**

### **Department Junior Activities Plaque to Unit with membership 150 and under Kitchen Junior Activities Plaque to Unit with membership of 151 and over**

Plaques to be awarded by the Department Junior Activities Chairman.

#### **RULES:**

1. Any Unit in the Department of Arizona may receive this award in their membership classification.
2. This award shall become the permanent property of the Unit winning it for three (3) consecutive years. The permanent winner will place another plaque in the Department competition, rules and name remaining the same.
3. The judging of the Unit reports for the awarding of this plaque shall be made prior to the time of each Department Convention by a committee of three (3) appointed by the Junior Activities chairman of the Department.
4. A narrative must be typewritten, not to exceed 1,000 words. A copy of the Junior Activities Annual Report must accompany the narrative.

Judging will be based on the following factors:

- |                                      |     |
|--------------------------------------|-----|
| 1. Americanism                       | 35% |
| 2. Veterans Affairs & Rehabilitation | 25% |
| 3. Community Service                 | 25% |
| 4. General Activities                | 15% |

(Revised 1989)

### **BARBARA FREDA JUNIOR INVOLVEMENT AWARD**

Award presented to a Unit in the Department submitting a report based solely on how many ways the Unit involved Junior members in its Unit/Post and community activities.

Report is to be in narrative form, 1,000 words or less, typewritten, giving Unit name and number, Junior Activities Chairman's name and address, and the name of the Department.

Report must be received by Department Chairman by Department deadline date. Judging of the Unit narrative for the awarding of this plaque shall be made by a committee of three (3) appointed by the Junior Activities Chairman of the Department.

Department Chairman is to send the winning entry to the Division Chairman (Attention: Involvement Award) by National's deadline date as instructed in National Plan of Work.

This award shall become the permanent property of the Unit winning it for three (3) consecutive years. The permanent winner will place another plaque in the Department competition, rules and name remaining the same.

(Plaque placed in field September 1996)

## **KORY LYNN JARVIS PLAQUE**

### **THE JUNIOR AUXILIARY MEMBER OF THE YEAR**

#### **RULES:**

1. Only Junior members in good standing are eligible.
2. Current membership must be paid.
3. Member must have served in a leadership role as an officer.
4. Selection should be based on the contribution the Junior has made through a program or project that is outstanding in other capacities other than the office held; based on the current year ONLY.
5. Only one entry from each Unit is to be submitted.
6. The Junior will be selected by their Junior Group with the assistance of the Unit Junior Activities Advisor.
7. A narrative not to exceed 500 words, describing the nominee's achievement, to be submitted by the Unit Junior Activities Advisor, signed by the Advisor, the Junior Unit President, the Senior Unit President and submitted to the Department Junior Activities Chairman per their deadline for Junior Reports.

#### **AWARD:**

The plaque will be presented at the Junior Conference and the winner announced by the Department Junior Activities Chairman at the Senior Convention.

The Junior Group with the "Honored" member will receive the traveling plaque that will remain with that Unit for the Auxiliary year. If won by the same Unit three (3) years consecutively, the Unit will replace it in the field with a new plaque retaining the same name and rules.

## **LAVAN ERICKSON LEADERSHIP PLAQUE**

### **RULES:**

1. Any Unit in the Department of Arizona may receive this plaque.
2. This plaque shall become the permanent property of the Unit winning it three (3) consecutive years. The permanent winner will place another plaque in the Department for competition, rules and name remaining the same.
3. Engraving should include the Unit Chairman's name, Unit number and year of winning.
4. The Department Leadership Chairman will judge the entries and award this plaque.

### **BASIS OF AWARD:**

1. The greatest percent of Unit members, Seniors, Juniors and Legionnaires attending the Seminar.
2. A narrative report of no more than 1,000 words. Include number of Leadership sessions held in your Unit meetings, include materials used and their sources. Do not include pictures, clippings, scrapbook, folders of any kind.
3. All entries to be to Department Leadership Chairman by the due date set annually at the Officers and Chairmen Meeting at the beginning of the program year.

Due Date revised June 2018

**THE VICKEY J. ZWALL  
MENTOR OF THE YEAR PLAQUE**

An annual plaque will be awarded to the Mentor of the Year.

This plaque will be awarded at the American Legion Auxiliary, Department of Arizona, Department Convention and will be retained by the recipient. A new plaque will be furnished each year, financed by Vickey J. Zwall.

Any member can be placed into nomination for the Mentor of the Year Plaque, and can be nominated by any Auxiliary member. A not-to-exceed 1,000 word resume of the nominees' activities for the current year must be submitted. The resume will be sent to the Department Leadership Chairman no later than the due date set annually at the Officers and Chairmen Meeting at the beginning of the program year. The Department Leadership Chairman will choose a committee of three individuals to assist in judging.

**QUALIFICATIONS:**

Current Membership paid.

Revisions to this plaque can only be done by Vickey J. Zwall or a relative.

Added to Department Awards Rule and Regulations Book June 2006  
Amended and Approved at Department of Arizona American Legion Auxiliary Convention June 2016  
Wording of due date amended June 2018

## UNIT MEMBER OF THE YEAR

A Unit should choose their Auxiliary Unit Member of the Year according to the following guidelines from National:

1. Each Unit is limited to one nomination.
2. Selection should be based on the contribution the member has made through a program and/or project for the CURRENT administrative year.
3. Nominations are limited to Senior members in good standing.
4. Nominees must not have served in an appointed or elected office higher than Unit President. However, it is not necessary to have served as Unit President.
5. Length of membership is not a criterion.
6. Each Unit will submit to the Department President and Department Leadership/Mission Training Chairman the following information.
  - A. Name and complete address of nominee.
  - B. Narrative of not more than 1,000 words describing the nominee's accomplishments/achievements during the CURRENT administrative year.
  - C. Nomination form must be signed by the Unit President and the Unit Secretary. Deadline for submission is May 1<sup>st</sup>.

Moved to Leadership/Mission Training Program by National 2021-2022 (*Previously part of Past President's Parley Program*)

## **JARVIS PLAQUE**

### **AUXILIARY MEMBER OF THE YEAR**

To be presented annually to the Unit to which the selected Auxiliary Member of the year is a member in good standing.

This will be a traveling plaque.

The receiving Unit shall be responsible for engraving the recipient's name and year received on said plaque.

This plaque will not become the permanent property of any one Unit.

Upon the filling of said plaque with names, plaque will be returned to the Department Headquarters for safe keeping and displayed, if possible. Method to replace plaque will be determined at that time.

(Revised 1989)

Moved to Leadership/Mission Training Program by National 2021-2022 *(Previously part of Past President's Parley Program)*

## LEGISLATIVE PLAQUES

**JESSIE GRIBBLE MEMORIAL PLAQUE to a Unit with membership of 151 and over**  
**BETTY KENT LEGISLATIVE PLAQUE to a Unit with membership of 150 and under**

### RULES:

1. Any Unit in the Department of Arizona, within the membership category, may win this award.
2. This award shall become the permanent property of the Unit which wins it three (3) consecutive years. The permanent winner of this plaque will place another one in the Department for competition following the same rules and retaining the original names.
3. A committee of three shall be appointed by the Department Legislative Chairman for the judging of Unit reports. The judging shall be done prior to the Department Convention, and shall meet at the call of the Chairman and have sufficient time for fair judging.
4. The plaque will be awarded for the most outstanding Unit Legislative narrative, typed, and not to exceed 1,000 words.
5. The scoring shall be as follows:

#### UNIT PROGRAM ACTIVITIES:

A. Subscriptions to The Dispatch	15%
B. Letters or telegrams to Congressmen	20%
C. Replies received and forwarded to the Department Legislative Chairman	20%
D. Special meeting with Post and Speaker on Legislation Open to the Public	20%
E. Amount of information give Unit members on the Legislative program	10%
F. Contact with other organizations on Legislative programs	5%
G. Radio, press or other means of informing public	5%.
H. Special activities	5%

(Revised 1992)

## **DEPARTMENT MEMBERSHIP AWARDS**

**Awarded to the Unit for the greatest percentage of gain over previous year in each classification:**

**Department of Arizona Cup to Unit with membership goal of 60 and under**

**Tony F. Soza Unit 41 Plaque to Unit with membership goal of 61 to 125**

**Mark A. Moore Cut to Unit with membership goal of 126 to 274**

**Ofelia Soza Plaque to Unit with membership goal of 275 and over**

**Awarded to the Unit with the highest percentage of their Post's membership:**

**Tillie Fine Membership Cup to any size Unit**

Department awards presented by the Department Membership Chairman.

The above awards are to be permanent possession of the Unit whose name appears on it for three (3) years, not necessarily consecutively. The plaque will be replaced by the Unit but the above names, classifications and rules will remain the same.

## **ALWINE ST. GERMAIN MEMORIAL NEW MEMBER AWARD**

This award is open to all Units within the Department of Arizona.

This award will be awarded to the Unit who signs up the most new members in one year.

### **RULES:**

1. All Department mandates for the current year must be paid.
2. The judging of this award shall be made prior to the Department Convention by a committee of three (3), appointed by the department Membership Committee Chairman.
3. This award shall become the permanent property of that Unit which wins it for three (3) consecutive years. It is understood that the permanent winner of this plaque will replace it with another one in the Department of Arizona for competition following the same rules. The name of this plaque shall always remain the same each year.
4. Basis of Award:
  - A. How many Unit members signed up new members?
  - B. Did any Unit member sign up 10 new members?
  - C. Did a Junior Auxiliary member sign up any new members?
5. A narrative report shall be submitted to the Department Membership Chairman detailing the way new members were recruited. The report shall be typewritten and is not to exceed 1,000 words.

(Plaque placed in field June 1996)

## **MARTHA BARRON DISTRICT MEMBERSHIP AWARDS**

Classifications:

1. Districts with membership goal of 501 and over
2. Districts with membership goal of 550 and under

One trophy to be presented to the first District to reach goal in each membership classification.

One trophy to be presented to the District with the highest percentage of goal thirty (30) days prior to Department Convention in each membership classification.

Awards to be presented at the Annual Department Convention with membership verification by Department Executive Director of Operations. The purpose of the awards is to promote continued District interest and activity in the Membership Program.

Award to be presented to Outgoing District President, or representative, and to be placed in the Unit Home of the Outgoing District President AND in other Unit Homes in the District where it will best promote the Auxiliary Membership Program. It shall be the responsibility of the winning District to have the trophy engraved and to return the trophy for presentation at the next Department Convention.

This is a permanent traveling trophy and, as such, will NOT become the permanent property of the recipient winning it three or more times (unless there are extenuating circumstances and approval of the donor has been granted).

## **MONICA JARVIS DISTRICT MEMBERSHIP AWARDS**

### **PLAQUE I:**

1. This plaque shall be known as the Monica Jarvis Membership Plaque.
2. Eligibility shall be the District in the Department of Arizona only with membership of 1,000 or more.
3. This plaque shall be awarded at Department Convention to the first District to have reached membership goal.
4. District winning above plaque shall have engraved on it the District number and year.
5. This plaque shall not become the permanent property of any District.

### **PLAQUE II:**

1. This plaque shall be known as the Monica Jarvis Membership Plaque.
2. Eligibility shall be the District in the Department of Arizona only with membership of 1,000 or more.
3. This plaque shall be awarded to the District with the highest percent of membership goal registered with the Executive Director of Operations of the Department of Arizona Auxiliary thirty (30) days prior to the Department Convention.
4. District winning above plaque shall have engraved on it the District number and year.
5. This plaque shall not become the permanent property of any District.

**RONNIE STIRLING  
JUNIOR RECRUITER OF THE YEAR AWARD**

This award will be presented to the Junior member and their Unit from the Department of Arizona in good standing who signs up the most NEW JUNIOR MEMBERS for the current year. The National Junior Recruiter of the Year certification form and narrative are due to the Department Headquarters and the Department Membership Chairman no later than the due date set annually at the Officers and Chairmen Meeting at the beginning of the program year.

The Department Membership Chairman will present this award at the Department of Arizona Senior Convention.

This plaque may become the permanent property of the Unit of the winning Junior member, if said Unit wins this award three (3) consecutive years if the Unit desires. The permanent winning Unit will place another plaque in the field for competition with the rules and name to remain the same.

A typed narrative, written by the Junior Recruiter with the help of a Senior member if required, must not exceed 1,000 words. This narrative should include how the Junior member promoted membership and recruited the new member (s). Each Unit in the Department of Arizona may only send one entry.

The certification form must be completely filled out, printed legibly or typed, and include ALL Certification signatures.

(Placed in the field with the approval of the Department Executive Committee. Fall Conference, Nov 2, 2002 by Ronni Stirling, Junior member of Unit 44) Due date revised June 2018.

**MELISSA SHAW MEMORIAL PLAQUE  
GREATEST NUMBER OF NEW JUNIORS**

This plaque will be a traveling plaque to be passed on each year. It shall become the permanent property of the Unit winning it three (3) consecutive years if they desire. The permanent winner will place another plaque in the Department for competition, rules and name of the plaque to remain the same.

1. This plaque will be awarded to the Unit with the GREATEST number of NEW JUNIORS registered with the Department Executive Director of Operations and Department Office Coordinator of the Department of Arizona Auxiliary 30 days prior to the Department Convention.
2. The plaque is to be awarded at the Department Convention by the Department Membership Chairman.

(Placed in the field with the approval of the Department Executive Committee. Fall Conference, Nov 2, 2002 by Norma Shaw, member of Unit 36)

### **Salute To Female Veterans Plaque**

This plaque will be awarded to the Unit who signs up the most Female Veterans in one year. The plaque will become the permanent property of the Unit winning it for three consecutive years, if they so choose. The permanent winner will place another plaque in the Department for competition, with rules and name of the plaque remaining the same.

1. This plaque will be awarded to the Unit with the greatest number of new Auxiliary members who register as Female Veterans with the Department of Arizona Auxiliary, 30 days prior to Department Convention.
2. This plaque will be awarded at the Department Convention by the Department Membership Chairman.

Award placed in field by Yolanda Bonilla, Unit 35, 2016-2017.

## MUSIC PLAQUES

**Frances Aros Memorial Music Plaque awarded to Unit with membership of 151 and over**  
**Millicent Kasun Music Plaque awarded to Unit with membership of 150 and under**

### RULES:

1. Any Unit in the Department of Arizona may receive these awards within their respective membership category.
2. These awards shall become the permanent property of the Unit winning it for three (3) consecutive years. The permanent winner will place another plaque in the Department competition, rules and name remaining the same.
3. The judging of the Unit reports for the awarding of these plaques shall be made prior to the time of each Department Convention by a committee of three (3) appointed by the Department Music Chairman.
4. This committee shall be appointed prior to the opening of each annual Department Convention and shall meet at the call of its Chairman in order that sufficient amount of time and number of meeting may be held for the fair and just judging of the reports of competing Units.

### SCORING:

1. Report covering most of Unit program promoting each phase as much as possible; example, Americanism, important holidays, emphasized program: Children and Youth, etc.  
20%  
Reports must have the majority of questions answered according to Units having facilities and resources available to promote music in the Unit. "Star Spangled Banner" must be sung or some other patriotic hymn at all meetings. If a piano is not available, the hymns can be sung without piano. Units must be resourceful – music can help membership.  
20%
2. Report indicating promotion of music in community, church, school, club or some other community project, always emphasizing American Legion Auxiliary program and its importance in the community.  
20%
3. Report showing contribution of musical programs to some hospitals, Veterans having preference. Report emphasizing special musical promotion in Junior activities.  
20%
4. Report indicating trios, sextets, quartets, choral singing, glee club, soloist instrumental playing.  
20%

A typewritten narrative of not more than 1,000 words must accompany the report form.

The committee studying the reports involving all the Units must always take into consideration the aspects in awarding the Plaques. Must realize the membership of the Unit and facilities that they have available in promoting music.

(Revised 1989)

## **NATIONAL SECURITY PLAQUES**

**Steffen Memorial Plaque for Units with membership of 150 and under**  
**Speth Plaque for Units with membership of 151 and over**

### **PURPOSE:**

To promote, stimulate, and activate a strong National Security Program within the Unit and Community.

### **RULES:**

1. Any Unit in the Department of Arizona may receive one of these awards in their membership classification.
2. Either plaque shall become the permanent property of the Unit winning it for three (3) consecutive years. The permanent winner will place another plaque in the Department competition, rules and name remaining the same.
3. A committee of three shall judge entries prior to the Department Convention; judges being the Department National Security Chairman, donor if possible, and/or former National Security Chairmen.
4. Entry must be in narrative typewritten form not to exceed 1,000 words and included with Department report by deadline date.

### **BASIS FOR AWARDS ARE:**

1. All around National Security program as outlined by the National Plan of Works for current year: 50%
2. Unit participation in Welcome Home for Troops: 5%
3. Unit contribution to USO: 5%
4. Unit participation: Military Family Readiness Groups: 5%
5. Unit participation: Operation Homefront: 5%
6. Unit activities: POW/MIA program: 5%
7. Unit participation: Yellow Ribbon program: 5%
8. Unit participation: National Security/Children and Youth Conference: 5%
9. Unit participation: Blue Star/Gold Star Banner Program: 5%
10. Unit participation: Operation Comfort Warriors: 5%
11. Unit Support of ROTC/JROTC: 5%

(revised 2017)

**HELEN JOHNSON BONE**

**CIVIL PREPAREDNESS (CERT) PLAQUE**

**PRESENTED BY THE DEPARTMENT NATIONAL SECURITY CHAIRMAN**

This plaque will be a traveling award to be passed on each year.

If any Unit should win the plaque three consecutive years, they may retain it, but would be required to place another plaque of like size and wording in the field.

**AWARD TO BE JUDGED:**

Entries must include the award cover sheet.

- For the Unit having the highest percentage of members participating in Civil Preparedness: 40%
  
- Entry narrative report or spread sheet of members' CERT training dates, number of participants registering for the program, and number of participants completing the program: 50%
  
- Number of Junior participation: 10%
  
- Entries must be sent to the Department National Security chairman postmarked by date established by said chairman.

(revised 2017)

## **THE AAPP PLAQUE**

### **(ARIZONA'S ACTIVE PAST PRESIDENTS PLAQUE)**

An annual plaque will be awarded to any active Auxiliary Past President.

There are many past Unit, District, and Department Past Presidents who continue to serve and are dedicated to the Auxiliary Programs and should be recognized for continuous dedication.

This plaque will be awarded at the annual Department Convention and will be retained by the recipient. A new plaque will be furnished each year, financed by John P. Burns Unit 36 Past Presidents Parley.

The active past president will be selected by their Unit, and a not-to-exceed 1,000 word resume of their activities for the current year will be submitted by the Units Past Presidents Parley, and signed by the Chairman and the Unit President. The resume will be sent to the Department Past Presidents Parley Chairman who will choose a committee of three to assist in judging.

#### **QUALIFICATIONS:**

1. A Past Unit, District, or Department President.
2. Active in various activities/programs.
3. Attend meetings on a regular basis.
4. Current membership paid.

(Revised 1989)

### **CORA GRIGG PAST PRESIDENTS PARLEY PLAQUE**

This plaque will be a traveling plaque to be passed on each year.

It shall become the permanent property of the Unit winning it three (3) consecutive years. The permanent winner will place another plaque in the Department competition of like size, rules and name remaining the same.

A narrative typewritten report not to exceed 1,000 words must be included with the Past Presidents Parley Report.

Grading will be based on:

Nursing and Health Occupation Scholarships	50%
Assistance to Women Veterans	25%
Membership work in the Unit	15%
Narrative and neatness of report	10%

## MISS POPPY PLAQUE

### Department Rules:

Each year the Department awards a plaque to the outstanding Miss Poppy in the Department. This plaque is the property of the recipient.

### RULES:

1. Must be a Junior American Legion Auxiliary member.
2. Age limits as specified by the National Organization categories.
3. A Miss Poppy Scrapbook is mandatory for competition, judging based on scoring listed below:
  - A. For Costume. 33 1/3%
  - B. For promotion of the Poppy program through the American Legion, American Legion Auxiliary and outside Groups or Organizations. 33 1/3%
  - C. For publicity through media of radio, television, newspapers and direct approach to the Poppy Program such as Personal visitation. 33 1/3%
4. Pictures included may be black and white and/or colored pictures.
5. Loose-leaf cover which uses standard 8 ½ x 11 inch filler sheets.
6. The Department Chairman shall select a committee of three to judge entries at the Junior Department Conference.
7. Scrapbooks may be brought to the Department Junior Conference or mailed to the Department Poppy Chairman.
8. The plaque will be presented at the Junior Conference and winner announced at the Department Convention.

(Revised 1990)

## **MARIE TOWNSHEND PLAQUE**

To be awarded by the Department Poppy Chairman.

This plaque is to be known at all times as the Marie Townshend Plaque.

The purpose of the award is to stimulate interest and activity in a well-rounded program in the usage of the Poppy.

1. Any Unit in the Department may compete for this award, provided it complies with the following provisions:
  - A. A minimum of 100 Poppies are ordered by September 30 of the year it enters the competition.
  - B. The Unit annual Poppy report is forwarded to the Department Poppy Chairman by the deadline date.
  - C. A typewritten narrative report of not more than 1,000 words listing the usage of poppies the year round on a month to month basis is forwarded to the Department Chairman at the time of the annual Poppy report.
2. Judging of the reports for this plaque shall be made by a committee of three (3) Auxiliary members appointed by the Department Chairman and shall meet prior to each Department Convention in order that sufficient time is given for the fair and equitable judging of the reports of competing Units.
3. This award shall become the permanent property of any Unit that shall win it three (3) consecutive years. The permanent winner must place another plaque in the Department competition, rules and name shall remain the same.

## **MARIE COONEY MEMORIAL PLAQUE**

Awarded by the Department Poppy Chairman to the winner of the Poppy Window/Public Display contest according to the rules set up by Department for the Department Poppy Window/Public Display Contest.

This plaque shall become the permanent property of the Unit which shall win it three (3) consecutive years. The permanent winner will place another plaque in the Department for competition, rules and name remaining the same.

### **RULES:**

1. Poppy Window/Public Display Contest can be sponsored by the Senior or Junior organization of the Unit.
2. The display must be shown the week preceding Unit Poppy Day.
3. Each display must have its main object "The Poppy", and must include the wording "American Legion Auxiliary". The word "buddy" MUST NOT be used.
4. Features may include the story of the poppy, benefits derived from Poppy Day, Flanders Field, miniature cemetery, battlefields, field of poppies, poppy decorations, etc. The Star of David (six pointed star), symbol of the Jewish faith, shall be used in Poppy Window/Public Display when the cross is featured.
5. To be eligible for this plaque, a black and white or colored picture 8 x 10 inches shall be submitted to the Department Poppy Chairman for judging.
6. Name and address of the Unit submitting the entry shall be written plainly in ink on back of picture.

(Revised 1990)

## **Nita Kimball Community Poppy Awareness Award**

**This award will be for the most original “hand-out” item utilizing the poppy and designed by a Unit for distribution to the public, eg bookmarks, hair clips, lapel pins, etc. Any Unit in the Department of Arizona may receive this award.**

**It will be a traveling award.**

**A committee of 4 people including the current Department Poppy Chairman will judge the entries at Department Convention and report the winner and the “runner up” before Convention is adjourned. Since the Poppy Report at Convention is one of the first reports after Opening, this will give the judges ample time to consider all submissions.**

### **Rules:**

**Scored on a 100 total point system**

- 1. (10 pts.) The entry must include 5 items of similar design representing those distributed by the Unit, mounted on a poster board no larger than 20” x 20”. Pictures taken during the item distribution may be mounted on the poster.**
- 2. (40 pts.) A 100 word summary of the Community Poppy Awareness Project must be mounted on the poster. It must include the following:**
  - a. Unit Name and Unit Number**
  - b. How many members worked on the items presented and how many hours of preparation**
  - c. How the items were presented to the community**
  - d. How many items were made and handed out and the total amount of donations received for the items**
- 3. (30 pts.) The item design must showcase the poppy**
- 4. (20 pts.) Originality**
- 5. Must be placed in the marked area to be judged no later than 1:00 pm Friday afternoon or will not qualify for judging.**

**In the event of a tied score the Poppy Chairman of the tied Units will be requested to present a verbal description of their Community Poppy Awareness entry.**

## **Patriotic Poppy Decoration Plaque**

Any Unit in the Department of Arizona may receive this plaque to recognize poppy “decorations” brought to Department Convention for display, eg dolls, centerpieces, hats, 3-D posters, etc. This plaque is not to be confused with the Marie Cooney Memorial Plaque (for a public window or display).

The plaque will be a traveling plaque.

A committee of 4 people including the current Department Poppy Chairman will judge the entries at Department Convention and report the winner and the “runner up” before Convention is adjourned. Since the Poppy Report at Convention is one of the first reports after Opening, this will give the judges ample time to consider all submissions.

### **Rules:**

Scored on a 100 total point system

1. (10 pts.) Overall dimensions of the decoration should not exceed 15” x 15” x 15”.
2. (20 pts.) Must contain at least 20 official crepe paper poppies with tags properly removed.
3. (30 pts.) Theme must be Patriotic.
4. An 8x10 written description will be placed by the decoration. This will include the following:
  - a. (10 pts.) Name of the Unit and Unit Number
  - b. (10 pts.) Description of the decoration and why it is Patriotic.
  - c. (10 pts.) Names of everyone who worked on decoration and how many hours of preparation.
  - d. (10 pts.) Signed and dated at the bottom by the Unit Poppy Chairman.
5. Must be placed in the marked area to be judged no later than 1:00 pm Friday afternoon or will not qualify for judging.

## **PRESIDENT'S SPECIAL PROJECT AWARDS**

### **Ginger Cox President's Special Project Award Unit Membership 200 and Under**

### **Cathy Jarvis President's Special Project Award Unit Membership 201 and Over**

#### **RULES:**

1. Any Unit in the Department of Arizona is eligible to receive this award in their respective membership category, as long as current Department Mandates are paid.
2. This plaque shall become the permanent property of the Unit winning it for three consecutive years. The permanent winner will place another plaque in the Department for competition, with the rules and name remaining the same.
3. The winning Unit in each membership category will be picked by the President's Special Project Chairman, judging a 1,000 word or less narrative on what the Unit did to raise funds and work the program.
4. Revisions of Ginger Cox Award can only be done by Ginger Cox or in her absence Unit 117.  
Revisions of the Cathy Jarvis Award can only be done by Rose Ficklin or in her absence Unit 26.

Presentation of the awards will start at Department Convention 2015

Approved at Department Convention, June 26, 2014

## **MAXINE CHILTON MEMORIAL PLAQUE**

Department award to be presented by the Public Relations Chairman.

Report to cover Publicity, Press Book, and written narrative.

The purpose of this award is to stimulate interest in good publicity and public relations, giving recognition to the Unit which makes the MOST EFFECTIVE USE OF ALL AVAILABLE MEANS OF COMMUNICATION.

1. Any Unit in the Department may receive this award.
2. Plaque shall NOT become the permanent property of any Unit at any time.
3. The judging of the Reports and Press Book shall be made prior to the time of the annual Department Convention. Three (3) judges are to be appointed by the Department Chairman.
4. The entries for this award shall consist of the Press Book which includes newspaper clippings, bulletins to members, etc., and your typewritten narrative of not more than 1,000 words of outstanding activities.
5. Judging will be on originality and quality of material, not on quantity of material.
6. Unit Public Relations narratives competing for the plaque must be in the possession of the Department Chairman by the specified date the Chairman designates.
7. Cover sheet for narrative must include name of Unit and Number, Department of Arizona, Unit Chairman's name and address. NO Press Book articles will be adhered to any page of the narrative.

(Revised 1997)

**LUCY QUINN PUBLICITY PLAQUE  
KITCHEN PUBLICITY PLAQUE**

Department awards to be presented by the Public Relations Chairman.

**RULES: FOR PRESS BOOK**

1. Inside pages must NOT exceed 12 x 14 inches unless using Scrapbook ordered from National Emblem Sales as pages may vary. Cover may be of your own choosing, as the cover will not be judged.
2. Leave one inch margin on each of the four sides of every page.
3. The first page will be a fly leaf with nothing on it.
4. The second page will have the name of the Unit, the number of the Unit, City and State, followed by the dates of the year involved.
5. Articles must pertain to activities in the Unit, either alone or in cooperation with other organization.
6. The name of your Unit or the number of the Unit, not necessarily both, MUST be mentioned in each article used. Arrange the clippings by date and month according to the date of the issue of the paper in chronological order.
7. Clip the name and date of the paper in which an article appeared and paste (do not scotch tape these) immediately above the article. DO NOT PRINT OR STAMP THIS INFORMATION ON THE PAPER.
8. Please total number of inches of publicity and total number of pictures on the last page of the book.
9. Include all articles concerning both Junior and Senior activities appearing in any newspaper or magazine, if they have either the name or number of the Unit in them.
10. A committee of judges, composed of three persons not affiliated with the American Legion Auxiliary, will be appointed by the Department Chairman. Quality of publicity, not quantity, will be a major factor in judging press books.
11. Press Books must be in to the Department Public Relations Chairman by deadline date.
12. This award shall become the permanent property of the Unit which wins it for three (3) consecutive years. The permanent winner of the plaque will place another one in the field for competition following the above rules. The names of the plaques will remain the same.

(Revised 1992)

## **SCRAPBOOK PLAQUES**

**H.H. Donkersley Unit 19 Scrapbook Plaque to Unit with membership of 151 and over**  
**Martha Waters Scrapbook Plaque to Unit with membership of 150 and under**

Criteria to be as follows:

1. Includes photos, newspaper articles, mementos, etc.
2. Cover sheet to include Unit name, Unit number, Unit Chairman's name and unit membership total.
3. Judging of scrapbooks will be at the Department Convention prior to the Department Scrapbook Chairman's floor report. All entry Scrapbooks will be brought to the Convention and turned into the Chairman as designated.
  - A. Neatness 10%
  - B. Originality 10%
  - C. Content 60%
  - D. Post Involvement 20%

(Revised 1996)

## **LUELLA PRICE DISTRICT SCRAPBOOK PLAQUE**

This plaque is to be a traveling plaque. When the plaque becomes full, the Department will replace the plaque, with the name and all rules remaining the same.

Scrapbook Plaque to be awarded at the Department Convention by the Department Scrapbook Chairman based on the following criteria:

1. Neatness	10%
2. Originality	10%
3. Content	60%
4. District involvement with the Unit in their respective Districts	20%

Cover sheet to include District number, District Chairman's names, District total membership, along with a list of Units in their respective District.

Judging of scrapbooks will be at the Department Convention prior to the Department Chairman's report. All entry scrapbooks will be brought to the Convention and turned into the Department Chairman as designated.

Upon winning the Plaque it is the duty of the winning District to have it engraved with the District number and fiscal year won.

(Placed in the field with the approval of the Department Executive Committee. Fall Conference, Nov 2, 2002 by Luella Price, member of Unit 62.

## **MOULTON JUNIOR AUXILIARY SCRAPBOOK PLAQUE**

The Junior Scrapbook must be made by a Junior member within their own Junior group and Junior members name be included as the Junior Scrapbook Chairman.

Cover sheet to include Unit name, Unit number, Chairman's name and Unit membership total.

Junior Scrapbooks must be submitted at the annual Junior Meeting for judging at the time with the award to be made at the annual Auxiliary Department Convention.

The Scrapbook is to cover the Junior Auxiliary year of June 1<sup>st</sup> to June 1<sup>st</sup>. All entry scrapbooks will be brought to the Junior Department Meeting or sent to the Department Scrapbook Chairman prior to said meeting.

Upon receipt of this plaque, it is the Senior Units responsibility to have the plaque engraved IMMEDIATELY with the Junior Unit name and number.

Any Junior Unit winning this plaque for three (3) consecutive years may retain possession of this plaque but must place an identical plaque back in the field for the following year with the same name and rules.

Judging of the Junior Auxiliary Scrapbooks will be done by the Department Scrapbook Chairman or their designated committee. Any size Scrapbook may be used, decorated in any manner except nothing must go above the Auxiliary Emblem.

### **CARMELITE STAKER CREATIVE ARTS PLAQUE**

The plaque is to be awarded by the Department Creative Arts Chairman.

1. This plaque shall become the permanent property of the Unit winning it for three (3) consecutive years if they desire. The permanent winner will place another plaque in the Department for competition with the rules and name to remain the same.
2. Judging of Unit reports for the awarding of the plaque shall be made by a committee of three (3) Auxiliary members appointed by the Department Chairman.
3. In order to qualify for this plaque, the Unit must report the fun raising activity, or activities they help to benefit the program. This narrative report must be typed, not to exceed 1,000 words and received by the Creative Arts Chairman no later than the due set annually at the Officers and Chairmen Meeting at the beginning of the program year. The narrative should include how the Unit involved the members of the community in this program. A copy of the report must be attached to the narrative.
4. The purpose of this award is to stimulate and help promote this very important program for our Veterans.

#### **SCORING:**

A. Report received by due date	25%
B. Report filled out correctly	25%
C. Amount of funds reported	50%

(Placed in the field with approval of the Department Executive Committee. Fall Conference, Nov 2, 2002 by Carmelite Staker, PDP member of Unit 108) Due date amended June 2018.

**SANDY CONKLIN CREATIVE ARTS AWARD**  
**FOR**  
**LARGEST DONATION PER-CAPITA**

Department award to be presented by the Department Creative Arts Chairman

Awarded to the Unit for the largest donation per-capita sent to the American Legion Auxiliary Department of Arizona

Donations must be received by the American Legion Auxiliary Department of Arizona office no later than thirty days prior to convention.

No narrative required.

The above award may be the permanent possession of the Unit whose name appears on it for three years, not necessarily consecutively, if it is replaced by the Unit. The above name will remain the same, and all rules and classifications will remain the same.

Approved June 23, 2016

## **VETERANS AFFAIRS AND REHABILITATION**

### **Lola M. Dunbar Plaque for Units with membership of 150 and under Nellie M. Baldwin for Units with membership of 151 and over**

Plaque awarded by the Veterans Affairs and Rehabilitation Chairman.

1. This plaque shall become the permanent property of the Unit winning it for three (3) consecutive years. The permanent winner will place another plaque in the Department for competition with rules and name remaining the same.
2. Judging of Unit reports for the awarding of this plaque shall be made by a committee of three (3) Auxiliary members appointed by the Department Chairman. The committee to meet at the call of the Chairman in order that fair and competent judging may be made.
3. To qualify in competition for this plaque, the Unit must report some activity in each of the requirements on the scoring system below. The Unit narrative must be typed, not to exceed 1,000 words and received by the date so specified by the Department Chairman.
4. The purpose of the award is to stimulate interest and activity in a well rounded program.

#### **SCORING:**

A. Promptness of report	5%
B. Cooperation with Legion Chairman	25%
C. Report form filled is correct	5%
D. Utilization of local welfare	25%
E. Special Welfare to a Hospitalized Veteran	30%
F. Legislation	10%

## **LEONA PROPER HOSPITAL VOLUNTEERS PLAQUE**

The purpose of this award is to increase the number of American Legion Auxiliary volunteers serving hospitalized veterans by encouraging members to become hospital volunteers and to recruit others.

This plaque will be presented by the Department Veterans Affairs and Rehabilitation Chairman to the Unit recruiting the greatest number of new hospital volunteers each year.

### **RULES:**

1. Volunteer hours must be credited by the American Legion Auxiliary.
2. Both adult and teenage volunteers may be counted.
3. Both Regularly scheduled and Occasional volunteers who have had both the hospital and American Legion Auxiliary hospital orientation courses may be counted.
4. Volunteers may serve in either a Veterans Administration Medical Center or a VAMC referral hospital.
5. Names of new volunteers must be certified by signature of the Unit President or Secretary, giving dates of their orientations, before being submitted to the Department Veterans Affairs and Rehabilitation Chairman.
6. Entry must be submitted to the Department Veterans Affairs and Rehabilitation Chairman with year end Veterans Affairs and Rehabilitation report by the due date set annually at the Officers and Chairmen Meeting at the beginning of the program year.
7. This plaque will be a traveling plaque and shall not become the property of any one Unit.
8. Upon the filling of names plates on this plaque, it will be returned to the Department Headquarters for safe keeping and displayed, if possible. Method to replace plaque will be determined at that time, but name of plaque and rules must remain the same.

## ETHEL M. JARVIS JUNIOR SERVICE TO VETERANS PLAQUE

### RULES:

1. Any Junior member belonging to the Department of Arizona, whether a resident or not, is eligible to receive this award. Junior must be a member in good standing.
2. This plaque may become the permanent property of the Unit, of the winning Junior, if said Unit wins it for three (3) consecutive years. The permanent winner will place another plaque in the Department for competition with rules and name remaining the same.
3. The activity fiscal year for the award will be from April 2 to March 31 of the following year.
4. Judging of entries shall be prior to the Junior Conference in April by the Veterans Affairs and Rehabilitation Chairman and two (2) other qualified members. Deadline for the entry to the Veterans Affairs and Rehabilitation Chairman will be March 31.
5. If Junior resides out of state, verification of activities form provided by the Department to Veterans Chairman must be attached to the entry.
6. Entry must be in typewritten narrative form of not more than 1,000 words and be included with the verification of activities form. No pictures or press coverage to be used.
7. If out of state resident, it will be the responsibility of the winners Unit to notify them.

A. Best Year Round Service to Veterans Activity.	50%
B. Most veterans served through activity.	25%
C. Most Service to Veterans hours recorded.	15%
D. Narrative must include types of service, cost of materials, name, age and address of Junior, Unit name and number, and name of Unit Service to Veterans Chairman.	10%
Total possible points	100

(Revised June 2015)

**SERVICE TO VETERANS PLAQUES (2015)**  
**(FORMERLY FIELD SERVICE AND HOME SERVICE)**  
**Avonell Smith Service to Veterans Plaque for Unit membership of 150 or under**  
**Esther Gaston Service to Veterans Plaque for Unit membership of 151 to 300**  
**Sharon Alley Service to Veterans Plaque for Unit membership of 301 to 599**  
**Adene V. Steffen Service to Veterans Plaque for Unit membership of 600 +**

**RULES:**

1. Any Unit in the Department of Arizona is eligible to receive this award in their membership category.
2. Regular reporting (every month) to the Department Service to Veterans Chairman, beginning in May of each year.
3. Monthly Report Form will include: the name and number of the Unit; names of members and nonmembers reporting hours; hours of service; number of veterans served; type of service; dates; and cost of materials.
4. Annual Report Form will include: the name and number of the Unit; address and name of the Unit Chairman; names of volunteers reporting hours; types of service; total number of veterans served; total hours served by each volunteer; total numbers of hours served by the Unit; and total cost of materials.
5. The records on the Unit report for each volunteer should agree with the individual records turned in to the Unit Chairman. The Unit Chairman should keep a copy of all individual records.
6. The individual report forms must be turned in to the Department Chairman with any request for Service to Veterans pins. The Department Chairman is responsible for adding the number of hours served in the current year to any previously earned hours so the permanent record of each person shows the rewarding of pins or the hours necessary for a pin. The Unit or individual is responsible for the cost of the pin.
7. The report forms will be the ones approved by the current Department Chairman.
8. A narrative of not more than 1000 words describing the Service to Veterans activities of the Unit. Prescribed narrative form: 1 inch margins and sufficient room at the end to include the Chairman's signature, name and number of the Unit, number of Unit members, address of the Chairman, and address of the Unit.
9. This is a traveling plaque and shall become the permanent property of the Unit winning it for three (3) consecutive years. The permanent winner will place another plaque in the Department for competition with rules and name remaining the same.
10. The narrative must be accompanied by the individual records and the Unit's report form to qualify. Judging will be as follows:
  - A. 60% Best year round Service to Veterans program as outlined by the National organization for the current year.
  - B. 20% Reporting Service to Veterans program hours regularly during the year to the Department Chairman.
  - C. 10% Participation in "Adopt a Veteran" program.
  - D. 10% Greatest percentage of Service to Veterans volunteers based on Unit membership.
11. Judging of entries will be prior to the Department Convention to be done by the Department Service to veterans Chairman and two (2) qualified members.

**(Revised June 2015)**

**CARE PLAQUE  
VETERANS AFFAIRS AND REHABILITATION**

The purpose of the plaque is to recognize the individual who has participated to the greatest degree in the programs of the Veterans Affairs and Rehabilitation program.

**Namely:**

VA Hospital Volunteer or Volunteer  
Service to Veterans Program  
Encouragement to others to take part  
To have their American Legion Auxiliary and Hospital Orientations

**CRITERIA FOR THE SELECTION OF THE WINNER:**

1. Service to Veterans Program
2. VA Hospital Volunteer or Volunteer.
3. Leadership to increase the activity of others in the Veterans Affairs and Rehabilitation program within their Unit.
4. Promoting others to work in these programs.
5. Reporting regularly to the Unit.
6. A NARRATIVE of not more than 250 words describing the activities of the individual being nominated for the award.

Any member of the American Legion Auxiliary, Department of Arizona is eligible for this plaque provided they have met all areas of the Veterans Affairs and Rehabilitation program.

Nominations must be sent to the Department Veterans Affairs and Rehabilitation Chairman and be attested to by the signature of the Unit President, the Unit Service to Veterans Chairman, and the American Legion Auxiliary VAVS Representative. A panel of three (3) judges will decide the winner.

Nominations will be submitted to the Department Veterans Affairs and Rehabilitation Chairman at the time of the annual reporting date.

Winners on the plaque will be listed by:

Individual's Name

Unit Number

Year of winning plaque

**Replacement of the plaque:**

Any Unit winning the plaque for three (3) consecutive years will replace the plaque after the 3rd year, all rules to remain the same.

**(Revised June 2015)**

**Marge Lynn “WE ALSO CARE PLAQUE”**  
**VETERANS AFFAIRS AND REHABILITATION**

The purpose of the plaque is to recognize the individual that does not have the advantage of being near a Veterans Hospital to volunteer, who has participated to the greatest degree in the Service to Veterans Program. Namely:

Service to Veterans Program  
Encouragement to others to take part

**CRITERIA FOR THE SELECTION OF THE WINNER:**

1. Participation in Service to Veterans Program
2. Leadership to increase the activity of others in the Veterans Affairs and Rehabilitation program within their Unit.
3. Promoting others to work in these programs.
4. Regular reporting each month is required to qualify. Reports must agree with annual report to the Department Service to Veterans Chairman.
5. The monthly reports must include the Unit name and number, volunteer member's name, number of veterans served, kind of service, number of hours served and dates. Report must be signed by the Unit Service to Veterans Chairman and Unit President and sent to the Department Service to Veterans Chairman. The report forms approved by the Department Service to Veterans Chairmen will be used.
6. Annual report must include total Service to Veterans hours, types of service, total number of veterans served, total cost of materials, names and total hours of each volunteer member, total hours of Unit, Unit name and number, and name and address of Chairman.
7. A narrative report of not more than 250 words describing the Service to Veterans activities of the member will be required. The report must be accompanied by the individual member's records and the Unit's records, signed by the Unit Service to Veterans Chairman.
8. The report should include the nominated member's name. All reports are due by the specified date.

Any member of the American Legion Auxiliary, Department of Arizona is eligible for this plaque provided they have met all areas of the Veterans Affairs and Rehabilitation program excluding VA Hospital Volunteer.

Nominations must be sent to the Department Service to Veterans Chairman and be attested to by the signature of the Unit President and Unit Service to Veterans Chairman. A panel of three (3) judges will decide the winner. Nominations will be submitted to the Department Service to Veterans Chairman at the time of the annual reporting date.

Winners on the plaque will be listed by:

Individual's Name  
Unit Number  
Year of winning plaque

**Replacement of the plaque:**

Any Unit winning the plaque for three (3) consecutive years will replace the plaque after the 3<sup>rd</sup> year, all rules to remain the same.

**(Revised June 2015)**